



## International Training Circle

# Process of Recognition in the Network of Trainings

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**Guide to the recognition process**

These guidelines are based on the statements formulated in the organizational documents of the Training Circle on "Fundamentals and Ways of Working".

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## 1 General aspects

This guide describes the process of recognition in the network of professional education programs of the Anthroposophic Council for Inclusive Social Development. This is a peer evaluation which is organized and documented by the Recognition Group chosen by the Training Circle. The Recognition Group consists of a maximum of 3 persons. The members of the Recognition Group are experienced peer reviewers but may also ask other members of the Training Circle to take on the role of peer reviewers and support them in their work, as appropriate.

Recognition of the quality of training is based on the following seven fields of work in which a training institution should have competences. These direct the evaluative view to aspects of training that are relevant across specific subject areas, national contexts and development phases and can also be an orientation aid for the development of training programs.

**Students:** How does education enable students to take developmental steps? How concrete is the evaluative view of the current situation and how concrete are the resulting objectives and implementation steps?

**Faculty:** How capable of learning, engaging in process and teamwork is a faculty group and how does it show itself?

**Content/Concept:** How does the training concept combine general academic expertise and anthroposophical anthropology?

**Methodology:** How does the training work with the trinal method (connection of knowledge, art and practice)?

**Organization:** How are organizational processes designed (dealing with quality development)?

**Network:** What contacts does the training center maintain with other institutions, training centers and organizations (anthroposophical and others)?

**Vision:** What challenges, perspectives and visions live in the training center?

First and foremost, the preparation of the peer evaluation and the visits of the peer reviewers serve the self-evaluation of the educational or training institution. At the end of their visit, the peer reviewers also write an evaluation report in which they describe their impressions and perceptions and formulate recommendations.

The evaluation reports are subject to data protection; any use in the training of peer reviewers or disclosure to third parties may only take place with the consent of the educational or training institution.

Fundamental changes which may occur during the validity period of the certificate and which must be reported to the Recognition Group are understood to include e.g.:

- Change of legal entity or leadership
- Changes to the training concept or training objectives
- Serious incidents with legal consequences
- Suspension of cooperation in the Training Circle

In consultation with the Training Council, the Recognition Group shall assess any need for action and decide on the next steps to be taken.

In view of the geographical expansion of education and training institutions, it is important that as much as possible is communicated electronically.

## 2 Process

### 2.1 Initial certification

#### 2.1.1 Contact with Recognition Group and peer reviewer

The educational or training institution makes contact with a member of the Recognition Group; this person of the Recognition Group is then also the process owner. If the preliminary clarifications lead to a positive assessment, the educational or training institution is requested to submit the application and will be sent the currently valid "Guide to the Recognition Process".

The process owner informs the applying educational or training institution which peer reviewers are available and clarifies whether there is a preference regarding the peer reviewer. This preference is then discussed in the Recognition Group.

After this consultation with the Recognition Group, the peer reviewer accepted by both sides is asked by the process owner whether he/she can and wants to accept the request.

If this is the case, the requesting educational or training institution will be notified; it can now schedule a date directly with the peer reviewer. The financial questions will be resolved by the requesting organization.

The documents must be submitted to the peer reviewer at least two weeks before the planned visit date. The peer reviewer informs the process owner about the scheduled date and contacts him/her in case of difficulties.

#### 2.1.2 Application

An application for recognition can only be made if a training course has already been successfully completed. Exceptions require the approval of the Training Council at the request of the Recognition Group.

By submitting the application, the educational or training institution confirms that it agrees with the paper "Basics and Ways of Working" of the International Training Circle and the basics formulated in the "Guide to the Recognition Process".

The application shall contain

- The completed portfolio questionnaire with attachments
- Self-evaluation report

#### 2.1.3 Notes on the Portfolio Questionnaire

In the portfolio questionnaire, the educational or training institution requests at which level, according to the conditions defined below, recognition is to take place.

There are three possibilities: Basic training, further education or advanced training and introductory course. The criteria formulated in the following are indicative values; the recognition group decides on exceptions. Where possible, the legal foundations of the national education system will be taken into account.

- **Basic training:** This qualifies you to exercise your profession independently without any other prior training. It lasts at least two years full-time and comprises theory and guided practice of at least 1200 hours in total.
- **Further education or advanced training:** These are based on a prior professional/vocational qualification and deepen the specialist knowledge in the occupational field; they comprise at least 400 instructor-led hours on site and 400 hours of supervised specialist practice under the co-responsibility of the educational or training institution.
- **Introductory courses:** These comprise at least 400 instructor-led hours on site.

#### 2.1.4 Notes on the self-evaluation

In the written self-evaluation, the educational or training institution comments on the following key questions on a separate sheet:

- How are competences acquired, implemented, evaluated and further developed by the training institution in the seven fields of work outlined in point 1 (e.g. lecturers, team, practice instructors)?
- Which questions are currently of most significance to the organization (short characterization)?

The self-evaluation forms the starting point and reference point for the peer reviewer's discussion with the educational or training institution. This ensures that the recognition process serves the self-evaluation of the organization.

#### 2.1.5 Implementation of the initial certification

Any necessary translation during the visit of the peer reviewer must be provided by the educational or training institution.

The initial certification process includes at least – in addition to an on-site review – discussions with staff, students and lecturers, as well as observation in class.

At the end of the visit there will be a joint review.

#### 2.1.6 Report and follow-up of the initial certification

The peer reviewer shall prepare a report within two months at the latest. The report usually consists of 20,000 – 25,000 characters (including spaces) and is prepared according to the sample report that the process owner sends to the peer reviewer.

The report is based on the completeness and consistency of the documents submitted, the written self-evaluation, the impressions gained during the visit and the evaluation interviews and classroom observations carried out.

##### **The following steps must be followed after completion of the report:**

The peer reviewer's evaluation report is first sent to the process owner. The process owner reports back to the peer reviewer (after consultation with the other members of the Recognition Group, if necessary) within one week whether the format and scope of the report meet the basic requirements. The report then sent directly to the educational or training institution to be reviewed for factual correctness; the institution provides a response within two weeks. The peer reviewer clarifies any open questions and forwards the statement to the process owner.

Based on the feedback, the peer reviewer prepares the final evaluation report and sends it as a pdf document to the training institution and the process owner, who in turn forwards it to the members of the Recognition Group.

If the educational or training institution does not agree with the disposition of the report and the decision of the Recognition Group, it may lodge a written objection with the office of the Anthroposophic Council for Inclusive Social Development. The office shall forward the appeal to the Training Council. The latter shall decide on a referral to the Mediation Committee.

After feedback to the peer reviewer, the process owner stores the final evaluation report and the submitted documents in the Dropbox of the Anthroposophic Council for Inclusive Social Development.

The certificate is issued by the office of the Anthroposophic Council for Inclusive Social Development and signed by the responsible member of the Leadership Team and the member of the Recognition Group who is on the Training Council.

The date of recognition is the date on which the Recognition Group passes its decision on recognition to the office of the Anthroposophic Council for Inclusive Social Development.

## 2.2 Recertification after 5 years

The same regulations and steps apply as for the initial certification with the following modifications:

After five years, the educational or training institution itself applies for recertification; the Recognition Group communicates the due date. The recertification must be completed within one year of the expiry of the validity period of the certificate. The Recognition Group decides on justified exceptions.

The peer reviewer is newly selected in consultation between the educational or training institution and the Recognition Group; it is possible that the same peer reviewer will carry out the recertification audit.

In addition to the completed portfolio questionnaire with annexes and the self-evaluation report, the application for recertification also contains a statement on how the recommendations of the first evaluation report have been addressed.

The scope of the recertification is determined jointly by the Recognition Group and the educational or training institution. If no agreement is reached, the Recognition Group shall decide on the method of implementation. Recertification usually takes place as part of the international conference in Kassel.

The recertification report is shorter and based on the corresponding sample report that the process owner sends to the peer reviewer.

In the case of substantial changes within the five years, recertification has the same scope and the same type of reporting as for initial certification.

## 2.3 Recertification after 10 years

A recertification after ten years is always requires a personal visit of the peer reviewer to the educational or training institution; the report is structured analogously to the first report.

## 2.4 Recognition of one-off training courses

The procedure for the recognition of a one-off training course is similar in process to that for the recognition of a training institution. The same conditions apply as regards recognition as basic training, further education or advanced training, and introductory course.

### **Differences:**

It is not a training centre that is recognised, but a one-off training course.

A visit by a peer reviewer to the site is not mandatory.

There will be no recertification.

The following conditions must be met in order for a one-off training course to be recognized:

- A person commissioned by the initiators and endorsed by the Training Council has been accompanying the training course. This person is or has been a member of the Training Circle and has many years of experience in the training field.
- On site, the training course is the responsibility of a faculty group, a supporting organization must also be in place, and the finances are regulated transparently.

- There must be a written curriculum, the training includes mentored practical experience, a practical project as well as written assessments of achievement and/or competence.
- The commitments connected to the training and the conditions for attaining the certificate are set out in writing and known to the participants (absence policy regulation, assessment of practical project and evaluation of performance).

The process is as follows:

- The initiators inform a member of the Recognition Group before the start of the training course. The information contains the most important data of the planned training, a provisional curriculum and the name of the accompanying person.
- The Recognition Group shall inform the Training Council. The Training Council shall state its disposition regarding the planned initiative.
- Half a year before the end of the course, those responsible for the training course submit the necessary documents for the recognition process (portfolio questionnaire with annexes, self-evaluation report).
- There is a conversation between a responsible faculty member and a member of the Recognition Group. This usually takes place within the framework of the international conference in Kassel.
- The decision of the Recognition Group is sent to the office of the Anthroposophic Council for Inclusive Social Development, which issues the certificate for this training course.

### 3 Evaluation of the process

The process described in this guide is regularly reviewed by the Recognition Group with the Training Council at intervals of no more than 5 years.

This guide was adopted and put into effect by the International Training Circle on May 13, 2011. The amended version was adopted again in April 2015, confirmed on May 4, 2017, and revised on April 25, 2019.